

**Agency Diversity Plan for Fiscal Years
July 1, 2007 - June 30, 2009**

Agency: Department of Mental Retardation

Secretariat/Department: Executive Office of Health & Human Services

Human Resource Director: Roger Tremblay

Phone: (617) 348-5122

Diversity Officer: Gerald W. Scott

Phone: (617) 348-5728

Agency Head: Elin M. Howe

Agency's Diversity Vision: The Department of Mental Retardation is aware of and respectful to differences among its staff and those whom it serves. DMR maintains an organizational structure and environment that respects, supports and values individuals, their families, all employees and other interested parties. Respect and the valuing of differences in race, culture, religion, age, sexual orientation, gender, marital or parenting status, national origin, language, veteran status, economic background or disability are integral to the DMR structure and environment and makes the Department more welcoming to those we support. The Department of Mental Retardation promotes and supports diversity through its hiring practices and through education and training in order to effect positive change in our service delivery, policies and practices. The Department of Mental Retardation continually works to create an environment that reflects, is sensitive to, and values diversity.

Agency Mission: The Department of Mental Retardation is the state agency entrusted with providing services to its citizens with mental retardation. Our mission is to continuously improve services to all diverse constituency groups in the most effective and equitable manner. In addition we are responsible for treating all of our employees with respect, dignity and appreciation for the invaluable services they provide to our population.

Agency Diversity Goals: Goal #1: Develop training programs that will educate staff and providers on DMR's commitment on Diversity.

Goal #2: Develop family/staff protocols that will strengthen the relationship between family members, individuals and staff.

Goal #3: Over the next two fiscal years the DMR will continue to recruit and retain a workforce that reflects the Diversity of its population.

Goal #1

Develop training programs that will educate staff, providers and families on DMR's commitment on Diversity.

Strategy: Through Diversity training the agency will encourage sensitivity, awareness and tolerance of the diversity that exists within the agency, providers, families and individuals we serve.

1.1 Conduct Diversity Trainings for staff with 500 trained by June 30, 2008 and 500 trained by June 30, 2009.

1.2 Continue to train new employees on Diversity through orientation.

1.3 Develop an assessment tool by June 2008 that will evaluate the effectiveness of Diversity Training.

1.4 Assist Providers in developing Diversity programs by June 2009.

Measures: Knowledge of Diversity is increased and the number of individuals trained in Diversity is substantial. Through an assessment tool the effectiveness of Diversity training will be evaluated by June 2009.

Goal #2

Develop staff protocols that will strengthen the relationship between family members, individuals and staff.

Strategy: Through focus groups and surveys, families, individuals and staff will have a better understanding of Diversity and the mission of creating an environment that is respectful.

2.1 Develop staff and family protocols by June 2009 that respects and values differences in race, culture, religion, age, sexual orientation, gender, marital or parenting status, national origin, language, veteran status, economic background or disability.

2.2 Continue planning discussions with the Diversity Council on how to engage staff and families on respect for diversity in the workplace.

2.3 Convene focus groups from members of the Citizen's Advisory Boards, Staff and Union Officials to discuss Diversity issues by June 2009.

2.4 Disseminate DMR's Diversity Plan to families and staff by June 2009.

Measures: The relationships between family members, individuals and staff are strengthened through the understanding and valuing of Diversity. An evaluation of the effectiveness of the Focus groups will be completed by June 2009.

Goal # 3

Over the next two fiscal years the DMR will continue to recruit and retain a workforce that reflects the Diversity of its population.

Strategy: DMR will initiate and continue recruitment programs that will bring in members from diverse groups. The DMR will also concentrate its efforts on enhancing the skill development of current employees by participating in credentialed programs offered jointly by DMR, EOHHS and colleges and universities.

3.1 Implement mentoring program for interested staff who are identified as high potential employees by June 2009.

3.2 Actively participate in ten Diversity Career Fairs through June 30, 2009.

3.3 Convene a meeting of the three professional groups of color at least once a year for professional development opportunities. In addition encourage any interested group especially staff from the Deaf Culture to convene and provide support and networking opportunities through June 30, 2009.

3.4 Expand employment opportunities for the interns in the Urban Youth Collaborative Program (UYCP) by June 2008.

3.5 Convene a committee by February 2008 to plan a Diversity Conference to be held in October 2008.

Measures: As vacancies occur Diversity is increased at the Senior-Level by June 30, 2009 through recruitment and networking activities. By June 2008 five members have participated in a Mentoring Program. At least 20 UYCP interns have an opportunity to explore their career choices and apply for vacant positions by June 2009.

In accordance with Executive Order 478, *Section 10 Mandatory Diversity Training*, I have reviewed the status of my staff, including myself, all managers, supervisors and employees with regards to diversity awareness training. To date we have trained 159 Managers and 4793 Employees on the Commonwealth's Diversity Curriculum.

Our training plan for FY 08 is to train 60 Managers/Supervisors and 1000 Employees on the Commonwealth's basic diversity awareness training.

The above goals will be communicated to the Diversity Officer, Human Resources Director and Senior Managers within one week of approval of this plan by HRD. We agree in principal to work together to achieve the goals of the agency.

The above goals will be communicated to all my agencies managers and addressed in their FY2008 ACES forms within one month of approval of this plan by HRD.

The above goals will be communicated (via circulation or posting of the goals or through an all staff meeting) to each agency employee by January 31, 2008.

To facilitate the attainment of diversity, I have reviewed and ensured the implementation of the following policies within my agency:

- Executive Order 478 on Affirmative Action, Equal Employment Opportunity and Diversity.
- Family Friendly policies and benefits as issued by HRD, through the Red Book and collective bargaining contracts.
- Alternative Work Options as issued by HRD on January 27, 2000 and August 1, 2000 and related materials as updated in May 2007.
- Executive Order 390 on Minority and Women's Business Enterprise Procurements issued on August 6, 1996.
- The Commonwealth's Domestic Violence Policy issued by HRD on October 6, 1997, updated on April 21, 2005 and related training.
- The Commonwealth's Sexual Harassment Policy issued by HRD on July 23, 1997, updated on April 21, 2005 and related training.

Submitted by:

Signature of Agency Head

Date

Approved by:

Signature of Diversity Officer/Director

Date

Signature of Cabinet Secretary/Division Director

Date

Signature of Chief Human Resources Officer/or designee

Date